

DUTY STATEMENT

Class Title: Associate Governmental Program Analyst	Position Number: 580-402-5393-901
Unit: (Empty)	
Section: Early Intervention Section	
Branch: HIV Care Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The programs administered by the Early Intervention Section (EIS) seek to prolong the health and productivity of persons infected with the Human Immunodeficiency Virus (HIV) and to interrupt the transmission of HIV. The Associate Governmental Program Analyst (AGPA) works with a multidisciplinary team of staff who administer multiple federal and state funded programs, including the Early Intervention Program (EIP), the HIV Diagnostic Assay Program, HIV Transmission Prevention Program, the Bridge Project, University of California, San Francisco (UCSF) HIV Social Work Technical Assistance Project, and various other innovative programs and projects. The AGPA in this position must have knowledge of principles, practices, and trends of public and business administration, budgeting, personnel, and management analysis; display the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve problems; develop and evaluate alternatives; analyze complex data and present ideas and information both orally and in writing; and maintain the confidence and cooperation of local and state administrators contacted during the course of work.

Supervision Received: General direction from the Staff Services Manager I, Chief of the Early Intervention Section.

Supervision Exercised: None

Description of Duties: See below:

Percent of Time	Essential Functions
40%	Assist project staff with fiscal and budgetary issues as required to finalize annual or multi-year contracts/Memorandums of Understanding. Collect, analyze, and approve invoices and progress reports from EIP and EIP-related program contractors. Ensure that projects comply with federal and state requirements governing the appropriate expenditure of funds. Develop and maintain program and fiscal records as needed for financial and management audits. Coordinate with assigned project coordinators and local administrators to modify, augment, and/or revise project budgets as necessary.
25%	Gather data from project staff as required to verify that they are complying with the conditions of funding and legislative mandates. Independently analyze the data received and work with the Research Analyst (RA) on recurring issues and/or problems requiring resolution. Identify data-related training needs for project staff, and develop training recommendations for approval by the RA and EIS Chief.

- 20% Conduct on-site evaluations of EIP and EIP-related program projects and document the findings from such visits. Provide post-assessment technical assistance and training, as determined to be necessary, to ensure that assigned projects are meeting the goals and objectives of EIP. Coordinate with the U.C.S.F. Pacific AIDS Education and Training Center on select technical assistance and training issues.
- 10% Develop and prepare bill analyses, controlled correspondence, budget change proposals, issue memos, briefing papers, grant applications, etc. Make oral and written presentations to groups and general management regarding EIP and other EIS projects and programs.
- 5% As a member of the EIP team, participate in weekly staff meetings to review policy and operations, attend quarterly one-day offsite planning meetings, attend and assist in planning the bi-annual EIP conference, and participate in Office of AIDS advisory group meetings, task forces, and other meetings as requested.

Percent of Time Marginal Functions

TRAVEL: Moderate (25-30%)

Employee's signature

Date

Supervisor' signature

Date